

Request for Records Disposition Authority

Records Schedule Number

DAA-0425-2022-0001

Schedule Status

Returned Without Action

Agency or Establishment

Bureau of Fiscal Service

Record Group / Scheduling Group

Records of the Bureau of Fiscal Service

Records Schedule applies to

Major Subdivision

Major Subdivision

Fiscal Accounting

Schedule Subject

Fiscal Accounting

Internal agency concurrences will be provided

No

Background Information

Fiscal Accounting (FA) delivers programs and services to both internal and external customers. Fiscal Accounting's mission is to advance informed decision making and improve government effectiveness by providing timely, reliable, and transparent financial services and information. FA effectively accounts for central and agency transactions and reporting so that financial decisions can be made in a reliable, efficient, and informative manner. FA provides operational and systems support in a reliable and efficient manner. FA's visibility and outreach to all levels of the Federal community provide customer service and engagement opportunities. They also provide leadership, guidance, and practical support for data activities in support of Fiscal Service program missions and for governmentwide financial data transparency.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	14

GAO Approval

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0425-2022-0001**

Outline of Records Schedule Items for DAA-0425-2022-0001

Sequence Number	
1	Account Financial Reports - 2401 Disposition Authority Number: DAA-0425-2022-0001-0001
2	Account Payments - 2402 Disposition Authority Number: DAA-0425-2022-0001-0002
3	Account Reconciliation Records - 2403 Disposition Authority Number: DAA-0425-2022-0001-0003
4	Account Security Liquidation Records - 2404 Disposition Authority Number: DAA-0425-2022-0001-0004
5	Account Transaction Records - 2405 Disposition Authority Number: DAA-0425-2022-0001-0005
6	Case Files - 2406 Disposition Authority Number: DAA-0425-2022-0001-0006
7	General Ledger - 2407 Disposition Authority Number: DAA-0425-2022-0001-0007
8	Permanent - 2408 Disposition Authority Number: DAA-0425-2022-0001-0008
9	Reference Records - 2409 Disposition Authority Number: DAA-0425-2022-0001-0009
10	Treasury Account Records - 2411 Disposition Authority Number: DAA-0425-2022-0001-0010
11	Treasury Financial Reports - 2412 Disposition Authority Number: DAA-0425-2022-0001-0011
12	Treasury Reconciliation Records - 2413 Disposition Authority Number: DAA-0425-2022-0001-0012
13	USA Spending - 2414 Disposition Authority Number: DAA-0425-2022-0001-0013
14	Tax Records - 2410 Disposition Authority Number: DAA-0425-2022-0001-0014

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WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0425-2022-0001**

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 813 411">Account Financial Reports - 2401</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0425-2022-0001-0001</p> <p data-bbox="345 485 1507 1934">ACCOUNT FINANCIAL REPORTS are Financial Statements and reporting documents relating to Managed Accounts, Government Account Series, and individual funds description. EXCEPTION REPORTING – 01: System generated reports for various debt accounting programs areas that indicate system warnings, outages, or errors in the reported data. FEDERAL BORROWING PROGRAM REPORTS AND RECONCILIATIONS – 02: These are records which may include, but are not limited to, Audit documentation; Intragovernmental Data Reconciliations; Intragovernmental and Intradepartmental Difference Documentation; Authoritative Source Files; Monthly Principal Transaction Reconciliations; Monthly Interest Transaction Reconciliations; Monthly Treasury Statement Reconciliations; Offsetting Receipts Reconciliations; Aging Schedules; Borrowings at a Glance Reports; New Accounts Reports; Published Interest Earnings Reports; and Variance Reports. FUNDS ACCOUNT FINANCIAL REPORTING FILES – 03: Records include correspondence, forms and other supportive documentation created or received by Fiscal Service during financial reporting activities. Records include monthly and annual financial statement development files (i.e., working papers, supportive documents) and record copy of the monthly and annual financial statements. Applicable funds include but are not limited to: Deposit Funds, Claim Funds; and International Assistance Programs. There are several Managed Accounts such as Treasury Managed Accounts and they will each include but are not limited to: Deposit Funds, Claim Funds; and International Assistance Programs. GOVERNMENT ACCOUNT SERIES (GAS) REPORTING RECORDS – 04: These are records which may include, but are not limited to, accrual reports; certificate of indebtedness documentation; Interest Cost by Fund Reports; Interest Expense/Revenue Reports; Principal Outstanding Reports; Statements of Account; Treasury Account Fund Symbol Reports, and Zero-Coupon Bond documentation. MONTHLY WORK RECORDS SUMMARIZING INVESTMENT ACTIVITY – 05: Records used to summarize individual fund transactions monthly. Records can include but are not limited to: (1) Statement of Account from the investment system used to summarize monthly investments, redemptions, and interest payments, (2) Statement of Account from the governmentwide accounting system used to report transactions by Agency Location Code (ALC), (3) Trial Balance report from the financial system (4) SF 224 used to report receipt and disbursements for various Account Fund Symbols. SUMMARY DEBT ACCOUNTING REPORTS – 06: Reports from the system of record that are automatically archived to long term storage daily. The reports are also temporarily stored on the share drive in the //fiscalad.treasury.gov/fsdata/Apps/SDAS/BIToolReports folder and automatically purged every 45 days.</p>

WITHDRAWN – RETURNED WITHOUT ACTION

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0425-2022-0001**

2	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	GRS or Superseded Authority Citation	N1-053-06-008 / 0023 DAA-0425-2016-0010 / 0001 N1-053-06-008 / 0010 N1-053-06-008 / 0008 N1-053-06-006 / 0002 DAA-0425-2016-0010 / 0001 DAA-0425-2016-0010 / 0003 DAA-0425-2016-0010 / 0004 DAA-0425-2016-0010 / 0005 DAA-0425-2016-0010 / 0006
	Disposition Instruction	
	Cutoff Instruction	Cutoff after created, or at end of day, or end of fiscal year.
	Retention Period	Destroy 18 months, or 7 years, or 20 years after cutoff as it applies to the item.
	Additional Information	
	GAO Approval	Not Required
	Account Payments - 2402	
	Disposition Authority Number	DAA-0425-2022-0001-0002
	FUND ACCOUNT PAYMENT / RECEIPTS PROCESSING FILES – 01: Records include correspondence, forms and other supportive documentation created or received by Fiscal Service during payment/receipts processing activities. Applicable funds under this item include but are not limited to: Deposit Funds, Claim Funds, and International Assistance Programs.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in	No

WITHDRAWN – RETURNED WITHOUT ACTION

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0425-2022-0001**

3

electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation DAA-0425-2017-0003 / 0004

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year when payment/receipt processing actions are completed.

Retention Period Destroy 20 year(s) after Cutoff

Additional Information

GAO Approval Not Required

Account Reconciliation Records - 2403

Disposition Authority Number DAA-0425-2022-0001-0003

ACCOUNT RECONCILIATION RECORDS – These are the supporting documents used during the payment process for managed and customer accounts.

RECONCILIATION RECORDS – 01: Records used to compare financial data in the Fiscal Service financial system to other systems and to customer agency investment data. Other systems reports can include but are not limited to: (1) Statement of Account from the investment system, (2) Fiscal Service financial system trial balance, (3) Agency Payment Reports, and (4) transaction reports from the governmentwide accounting system. **STATEMENTS AND RECONCILIATIONS – 02:** Financial and debt statements along with supporting reconciliations that show ledger balances and debt accounts. These items are used in reconciling outstanding balances between the system of record and related subsidiary systems.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-053-06-006 / 0004
N1-053-06-006 / 0005
N1-053-06-006 / 0003
N1-053-06-008 / 0023

Disposition Instruction

Cutoff Instruction Cutoff at end of fiscal year.

WITHDRAWN – RETURNED WITHOUT ACTION

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0425-2022-0001**

4	Retention Period	Destroy 7 years, or 20 years after cutoff as it applies to the item.
	Additional Information	
	GAO Approval	Not Required
	Account Security Liquidation Records - 2404	
	Disposition Authority Number	DAA-0425-2022-0001-0004
	Account Security Liquidation - These are supporting documents of the liquidation process for bonds, notes and other securities. SECURITY LIQUIDATIONS – 01: These records are used for the disposal or liquidation of obligations, including bonds, notes, or other securities acquired by government agencies. Fiscal Accounting Operations (FAO) has been delegated by the department of Treasury to liquidate securities on behalf of Federal Executive Agencies. These records include but are not limited to: Letter of Intent signed by agency, Letter of Authorization to Liquidate, Letter of Authorization to Wire, Confirmation, Signed Donation Letter, Monthly Broker Statements, and Month-end Reports signed off by supervisor.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	DAA-0425-2017-0003 / 0004
	Disposition Instruction	
5	Cutoff Instruction	Cutoff when completed, closed, settled, expired, or final action is completed.
	Retention Period	Destroy 7 year(s) after Cutoff
	Additional Information	
	GAO Approval	Not Required
	Account Transaction Records - 2405	
	Disposition Authority Number	DAA-0425-2022-0001-0005
	ACCOUNT TRANSACTION RECORDS - These are supporting documents of the account transactions, federal borrowing, and special security transactions. ACCOUNTING FILES (LOAN CONTROL LEDGERS) – 01: The loan control ledgers summarize data pertaining to the volume, nature, and value of retired	

WITHDRAWN – RETURNED WITHOUT ACTION

WITHDRAWN – RETURNED WITHOUT ACTION

securities received for processing and custody. These accounts are posted to from the audited advice of shipment and locally contrived controls. The ledgers are of administrative value providing basic summary documentation of security redemption and custody. The security destruction schedules are original and most legible copies, filed by class of securities and bound for convenience, of records containing notations as to withdrawals of items from the schedule. This retention is necessary to reconstruct and reconcile old accounts. **FEDERAL BORROWING PROGRAM TRANSACTION DOCUMENTATION – 02:** These are records which may include, but are not limited to, specific borrowing account daily and monthly reconciliations; Daily Role Reconciliations; Interest Transaction Verifications; Principal Transaction Verifications; Security Setup Verifications. **GOVERNMENT ACCOUNT SERIES (GAS) OPERATIONAL RECORDS – 03:** These are records which may include, but are not limited to, accrual reports; corrections; Courts allocation documents; interest and other non-principal transaction records; new security setup documents; pricing records; and other daily work files. **SINKING FUND – 04:** These records include, but are not limited to, Warrant Request(s), supporting documentation & necessary reports, and system of record entries that document the permanent, indefinite appropriation account for the retirement of specific securities at or before maturity, providing funds for the retirement of the Public Debt. **SPECIAL PURPOSE SECURITIES ACCOUNTING FILES – 05:** This includes, but is not limited to, daily accounting packets, early redemption verification, expected payments, accrual and interest reports, future payments, month end and quarterly reporting of Special Purpose Securities. **SPECIAL PURPOSE SECURITIES SYSTEM FILES – 06:** This is a system designed to establish new accounts, maintenance existing accounts, receive funds for purchase of new securities, send maturity and interest payments due on securities, and generate reports on Special Purpose Securities. This includes, but is not limited to, issue, redemption, payment, case maintenance, and correspondence history stored by customer TIN; accounting data; SDAS reporting data and CashTrack reporting data. The system stores this data in an active database for a set amount of time before it is purged to a secondary storage facility. **SPECIAL PURPOSE SECURITIES TRANSACTIONS FILES – 07:** This includes, but is not limited to, SLG Safe access forms, State and Local Government Series (SLGS) rate tables, account maintenance, waiver processing, and Fedwire payments of Special Purpose Securities. **SPECIAL PURPOSE VEHICLE TRANSACTION FILES – 08:** This includes, but is not limited to, issue requests, redemption requests, and Investment Memorandum of Understanding (MOU) established by LLC, Secretary of the Treasury, and the Federal Reserve Bank of New York, for each LLC. **FEDERAL HOUSING ADMINISTRATION (FHA) TRANSACTION FILES – 09:** This is information on FHA Transactions. It includes, but is not limited to, graphs and worksheets, work status, issue activity, payment summary, interest accrual report, and information on securities selected for call. **WASHINGTON AQUEDUCT – 10:** These are Washington Aqueduct Capital Improvements, Corps of Engineers (96X3128) reports documenting the quarterly payment of principal and interest on borrowings and special Treasury loans. The records, either electronic or hard copy, include, but are not limited to, quarterly interest calculation worksheets, quarterly

WITHDRAWN – RETURNED WITHOUT ACTION

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0425-2022-0001**

notice of interest capitalization, pricing interest rates worksheet sent from Federal Financing Bank, monthly interest rate confirmation notice, principal and capitalized interest payment schedule, and principal and interest payment summary.

Final Disposition

Temporary

Item Status

Withdrawn

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

GRS or Superseded Authority Citation

N1-053-06-008 / 0005

N1-053-06-008 / 0015

N1-053-06-008 / 0021

N1-053-06-008 / 0003

N1-053-06-006 / 0007

N1-053-06-008 / 0013

N1-053-06-008 / 0011

N1-053-06-008 / 0012

N1-053-06-008 / 0016

N1-053-06-008 / 0018

N1-053-06-008 / 0024

N1-0425-04-003/ 1.a

DAA-0425-2016-0010-0001 / 0007

N1-0425-91-001 / 102

N1-0425-91-001 / 112

N1-0425-91-001 / 113

N1-0425-91-001 / 138

N1-0425-91-001 / 138

N1-0425-91-001 / 178

N1-0425-91-001 / 244

N1-0425-91-001 / 245

Disposition Instruction

Cutoff Instruction

Cutoff when created, at end of fiscal year, when superseded or obsolete, when completed, closed, settled, expired, or final action is completed, at transaction date.

Retention Period

Destroy 2 years, or 7 years, or 20 years, or 25 years, or 27 years, or 47 years, or 50 years after cutoff as it applies to the item.

Additional Information

GAO Approval

Not Required

WITHDRAWN – RETURNED WITHOUT ACTION

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0425-2022-0001**

6

Case Files - 2406

Disposition Authority Number DAA-0425-2022-0001-0006

Case File Records- These are files where the broad collection of documents is needed to keep the topic in context during a reporting period. The subjects include but may not be limited to International Assistance and Treasury Managed Accounts. INTERNATIONAL ASSISTANCE PROGRAM (IAP) FINANCIAL REPORTING CASE FILES – 01: Records include correspondence, forms and other supportive documentation created or received by Fiscal Service during financial reporting activities. Records include monthly and annual financial statement development files (i.e., working papers, supportive documents) and record copy of the international monthly and annual financial statements. INTERNATIONAL ASSISTANCE PROGRAM (IAP) PAYMENT PROCESS (INTERNATIONAL) CASE FILES – 02: Records include correspondence, forms and other supportive documentation created or received by Fiscal Service during payment/receipts processing activities. Applicable funds under this item include but are not limited to: General Funds and Receipt Funds; and Multilateral Development Bank funds. TREASURY MANAGED ACCOUNTS (TMA) FINANCIAL REPORTING CASE FILES – 03: Records include correspondence, forms and other supportive documentation created or received by Fiscal Service during financial reporting activities. Records include monthly and annual financial statement development files (i.e., working papers, supportive documents) and record copy of the domestic financial monthly and annual statements. TREASURY MANAGED ACCOUNTS (TMA) PAYMENT/RECEIPTS PROCESSING CASE FILES – 04: Records include correspondence, forms and other supportive documentation created or received by Fiscal Service during payment/receipts processing activities. Applicable funds under this item include but are not limited to: General Funds, Special Funds, Deposit Funds, and Receipt Funds.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation DAA-0425-2017-0003 / 0003
DAA-0425-2017-0003 / 0004
N1-0425-91-001 / 178

Disposition Instruction

Cutoff Instruction Cutoff 2 years after Fiscal Year End, at the end of the fiscal year or at the end of the fiscal year when payment/receipt processing actions are completed.

WITHDRAWN – RETURNED WITHOUT ACTION

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0425-2022-0001**

7	Retention Period	Destroy 7 year(s) after Cutoff
	Additional Information	
	GAO Approval	Not Required
	General Ledger - 2407	
	Disposition Authority Number	DAA-0425-2022-0001-0007
	General Ledger - These are supporting documents used for USSGL Board meetings. USSGL BOARD APPOINTMENT LETTERS – 01: All United States Standard General Ledger (USSGL) Board members for the 24 CFO Act Agencies must be appointed by the CFO or CFO designee of the agency. The appointments are made with an effective period of “until further notice.” USSGL BOARD BALLOTS – 02: These are ballots that are provided to United States Standard General Ledger (USSGL) voting Board members when a new, modification, or deletion of a USSGL is necessary. There are normally about 4 Ballots per year. USSGL BOARD BYLAWS – 03: The bylaws govern how the United States Standard General Ledger (USSGL) Board is conducted and functions.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	DAA-0425-2017-0003 / 0002
	Disposition Instruction	
	Cutoff Instruction	Cutoff when appointment is accepted, when superseded or obsolete or the end of the fiscal year.
8	Retention Period	Destroy when superseded or 7 years after cutoff as it applies to the item.
	Additional Information	
	GAO Approval	Not Required
	Permanent - 2408	
	Disposition Authority Number	DAA-0425-2022-0001-0008
	Permanent - These are records within the Fiscal Accounting line of business that have archival value to the Federal Government. FEDERAL INVESTMENTS AND BORROWINGS BRANCH HISTORICAL INFORMATION – 01: These are records documenting the establishment or revision of borrowing and/or investment	

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0425-2022-0001**

accounts. These records include, but are not limited to, legislation; authority documentation; correspondence; authorized representative designation forms; and signed agreements. Also included are Fiscal Year-End and completed project documentation, as well as Standard Operating Procedures; and the Lend lease and Surplus Property program Files including correspondence, memorandums, agreements, reports, and related records related to this program and the disposition of surplus property. FISCAL ACCOUNTING HISTORICAL INFORMATION - 02 These reports are issued monthly. They reflect the accrued interest of all redeemed securities and provide an explanation of how the Federal Government is financed. FISCAL ACCOUNTING PERMANENT CONSOLIDATED REPORTS – 03: This gathers and publishes governmentwide financial information in use in establishing fiscal and debt management policies and the public and private sectors can monitor the government's financial status using this financial data. The Combined Statement of Receipts, Outlays, and Balances of the United States Government, the Monthly Treasury Statement, the Daily Treasury Statement, the Financial Report of the United States Government, and significant information on the financial status of the government that does not appear in other Treasury reports. FOREIGN CURRENCY REPORTS AND HISTORIES – 04: Records include foreign currency accounting reports such as Rates of Exchange (quarterly), FC Held (Foreign Currency (FC), annual), Purchased with Dollars (annual), and the One Hundred Thousand Dollar report generated from the Fiscal Service financial system that are disseminated to the Department of Commerce, Congress and/or other stakeholders. Also included in these files are Correspondence, memorandums, copies of legislation, publications of other Federal agencies, reports, studies, and various subject files on foreign currency matters. The files are primarily arranged by major topic, for example, foreign currency histories, and alphabetically thereunder by name of country. Some are also described as miscellaneous subject files and arranged as such. INTEREST RATE PUBLISHING RECORDS – 05: These are records used in the preparation, publication, and agency notification of monthly, quarterly, semi-annual, and annual Treasury certified interest rates and the monthly borrowing rates. The borrowing rates include, but are not limited to, borrowing rates, prompt payment rates, and trust fund rates. These records include, but are not limited to, Office of Management and Budget (OMB) memos, Yearly Reclamation Reform Act Report, interest certification letters, correspondence, supporting worksheets, and Word documents.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority N1-053-06-006 / 0006

Citation N1-053-06-008 / 0007

WITHDRAWN – RETURNED WITHOUT ACTION

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0425-2022-0001**

9	DAA-0425-2017-0003 / 0005 N1-053-06-008 / 0022	
	Disposition Instruction	
	If this item has multiple sections, indicate here records to which this section apply	Electronic Records
	Cutoff Instruction	Cutoff at end of fiscal year.
	Transfer to the National Archives for Accessioning	Transfer to NARA 5 years, 20 years, or 25 years after cutoff as it applies to the item.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Cannot Determine date span at this time.
	How frequently will your agency transfer these records to the National Archives?	Unknown Cannot determine Frequency span at this time.
	Reference Records - 2409	
	Disposition Authority Number	DAA-0425-2022-0001-0009
Reference Records - These are reference documents used as guidance tools to perform daily functions. REFERENCE MATERIALS – 01: These are Reference and resource materials that are used as guidance tools in performing duties and functions. They include, but are not limited to: Position Papers, accomplishments report, monitoring report and Quarterly At-a-Glance.		
Final Disposition		Temporary
Item Status		Withdrawn
Is this item media neutral?		Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?		No
GRS or Superseded Authority Citation		N1-053-06-006 / 0004
Disposition Instruction		
Cutoff Instruction		Cutoff when superseded or obsolete.
Retention Period		Destroy 2 year(s) after Cutoff
Additional Information		

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WITHDRAWN – RETURNED WITHOUT ACTION

10	<table><tr><td data-bbox="337 178 730 241">GAO Approval</td><td data-bbox="730 178 1520 241">Not Required</td></tr><tr><td colspan="2" data-bbox="337 241 1520 304">Treasury Account Records - 2411</td></tr><tr><td data-bbox="337 304 730 367">Disposition Authority Number</td><td data-bbox="730 304 1520 367">DAA-0425-2022-0001-0010</td></tr><tr><td colspan="2" data-bbox="337 367 1520 1957"><p>Treasury Account Records - These are documents routinely used by Fiscal Service from federal agencies for financial reporting. CLASSIFICATION, TRANSACTION AND ACCOUNTABILITY (CTA) – 01: These documents record actions for the entire Federal Government. These are not documenting the actions at the bureau level. The classifications are used to complete a manual entry to the FS 224 Statement of Transactions report. This document captures the following necessary information but not limited to those only: • The date the entry is requested • The entry types • The ALC • The entry amounts • The agency request DEPARTMENT OF THE TREASURY ANNOUNCEMENT OF ACCOUNT SYMBOLS AND TITLES (TA) – 02: Treasury Announcement (TA) is a Treasury document used to created/amended/ discontinue a Treasury Appropriation Fund Symbol (TAFS) or an appropriation account, which Federal Program Entities (FPE) gets their appropriated funds. The TA is a documentation that captures appropriation account information and provides the historical facts. It continues information as to why a certain appropriation account is created, amended, or discontinued and is used as a reference in answering to enquires from Congress, OMB, GAO, FPE, Treasury and others. It captures the following information but not limited to those only: • The account numbers • The purpose of the account (account titles) • The legislation that authorizes the creation/amendment or discontinuance of an account. It also captures requesting agency and requesting officer's information, and any pertinent correspondence. It also captures necessary funding information that is stored in the Central Accounting Reporting System. DEPARTMENT OF THE TREASURY APPROPRIATION WARRANT (WARRANTS) – 03: This document provides a funding authority for Federal Program Entities (FPE). And it has all necessary funding information that includes the following but are not limited to those only: • Effective Date of the appropriation • Name of the FPE • Type of appropriation • Appropriation account number • Amount of funding authorized • Time, period appropriation is to be used for. • Legislation that authorizes the funding, any pertinent correspondence, and information as to the requesting agency. DEPARTMENT OF THE TREASURY NON-EXPENDITURE TRANSFER (NET) - 04: NET is a document used to transfer appropriated funds from one agency to another or from one program to another according to law. This document is prepared by Federal Program Entities (FPE) and submitted to Treasury for approval and recording to the Central Account Reporting System (CARS) This document captures the following necessary information but not limited to those only: • The date the transfer is requested • The transfer types • The transfer accounts • The transfer amounts • The legal authority that authorizes the transfer and any pertinent correspondence DEPARTMENT OF THE TREASURY WARRANT JOURNAL VOUCHERS (WJV) – 05: This is the document that is created to record an adjustment to appropriation of funds. And the information captured on this record are used to record in Central Appropriation Reporting system and it captures the following information but not limited to those only: •</p></td></tr></table>	GAO Approval	Not Required	Treasury Account Records - 2411		Disposition Authority Number	DAA-0425-2022-0001-0010	<p>Treasury Account Records - These are documents routinely used by Fiscal Service from federal agencies for financial reporting. CLASSIFICATION, TRANSACTION AND ACCOUNTABILITY (CTA) – 01: These documents record actions for the entire Federal Government. These are not documenting the actions at the bureau level. The classifications are used to complete a manual entry to the FS 224 Statement of Transactions report. This document captures the following necessary information but not limited to those only: • The date the entry is requested • The entry types • The ALC • The entry amounts • The agency request DEPARTMENT OF THE TREASURY ANNOUNCEMENT OF ACCOUNT SYMBOLS AND TITLES (TA) – 02: Treasury Announcement (TA) is a Treasury document used to created/amended/ discontinue a Treasury Appropriation Fund Symbol (TAFS) or an appropriation account, which Federal Program Entities (FPE) gets their appropriated funds. The TA is a documentation that captures appropriation account information and provides the historical facts. It continues information as to why a certain appropriation account is created, amended, or discontinued and is used as a reference in answering to enquires from Congress, OMB, GAO, FPE, Treasury and others. It captures the following information but not limited to those only: • The account numbers • The purpose of the account (account titles) • The legislation that authorizes the creation/amendment or discontinuance of an account. It also captures requesting agency and requesting officer's information, and any pertinent correspondence. It also captures necessary funding information that is stored in the Central Accounting Reporting System. DEPARTMENT OF THE TREASURY APPROPRIATION WARRANT (WARRANTS) – 03: This document provides a funding authority for Federal Program Entities (FPE). And it has all necessary funding information that includes the following but are not limited to those only: • Effective Date of the appropriation • Name of the FPE • Type of appropriation • Appropriation account number • Amount of funding authorized • Time, period appropriation is to be used for. • Legislation that authorizes the funding, any pertinent correspondence, and information as to the requesting agency. DEPARTMENT OF THE TREASURY NON-EXPENDITURE TRANSFER (NET) - 04: NET is a document used to transfer appropriated funds from one agency to another or from one program to another according to law. This document is prepared by Federal Program Entities (FPE) and submitted to Treasury for approval and recording to the Central Account Reporting System (CARS) This document captures the following necessary information but not limited to those only: • The date the transfer is requested • The transfer types • The transfer accounts • The transfer amounts • The legal authority that authorizes the transfer and any pertinent correspondence DEPARTMENT OF THE TREASURY WARRANT JOURNAL VOUCHERS (WJV) – 05: This is the document that is created to record an adjustment to appropriation of funds. And the information captured on this record are used to record in Central Appropriation Reporting system and it captures the following information but not limited to those only: •</p>	
GAO Approval	Not Required								
Treasury Account Records - 2411									
Disposition Authority Number	DAA-0425-2022-0001-0010								
<p>Treasury Account Records - These are documents routinely used by Fiscal Service from federal agencies for financial reporting. CLASSIFICATION, TRANSACTION AND ACCOUNTABILITY (CTA) – 01: These documents record actions for the entire Federal Government. These are not documenting the actions at the bureau level. The classifications are used to complete a manual entry to the FS 224 Statement of Transactions report. This document captures the following necessary information but not limited to those only: • The date the entry is requested • The entry types • The ALC • The entry amounts • The agency request DEPARTMENT OF THE TREASURY ANNOUNCEMENT OF ACCOUNT SYMBOLS AND TITLES (TA) – 02: Treasury Announcement (TA) is a Treasury document used to created/amended/ discontinue a Treasury Appropriation Fund Symbol (TAFS) or an appropriation account, which Federal Program Entities (FPE) gets their appropriated funds. The TA is a documentation that captures appropriation account information and provides the historical facts. It continues information as to why a certain appropriation account is created, amended, or discontinued and is used as a reference in answering to enquires from Congress, OMB, GAO, FPE, Treasury and others. It captures the following information but not limited to those only: • The account numbers • The purpose of the account (account titles) • The legislation that authorizes the creation/amendment or discontinuance of an account. It also captures requesting agency and requesting officer's information, and any pertinent correspondence. It also captures necessary funding information that is stored in the Central Accounting Reporting System. DEPARTMENT OF THE TREASURY APPROPRIATION WARRANT (WARRANTS) – 03: This document provides a funding authority for Federal Program Entities (FPE). And it has all necessary funding information that includes the following but are not limited to those only: • Effective Date of the appropriation • Name of the FPE • Type of appropriation • Appropriation account number • Amount of funding authorized • Time, period appropriation is to be used for. • Legislation that authorizes the funding, any pertinent correspondence, and information as to the requesting agency. DEPARTMENT OF THE TREASURY NON-EXPENDITURE TRANSFER (NET) - 04: NET is a document used to transfer appropriated funds from one agency to another or from one program to another according to law. This document is prepared by Federal Program Entities (FPE) and submitted to Treasury for approval and recording to the Central Account Reporting System (CARS) This document captures the following necessary information but not limited to those only: • The date the transfer is requested • The transfer types • The transfer accounts • The transfer amounts • The legal authority that authorizes the transfer and any pertinent correspondence DEPARTMENT OF THE TREASURY WARRANT JOURNAL VOUCHERS (WJV) – 05: This is the document that is created to record an adjustment to appropriation of funds. And the information captured on this record are used to record in Central Appropriation Reporting system and it captures the following information but not limited to those only: •</p>									

WITHDRAWN – RETURNED WITHOUT ACTION

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0425-2022-0001**

Name of the Federal Program Entities (FPE) • Appropriation Account • Amount of adjustment made • legislation that authorizes the funding • Any pertinent correspondence. GENERAL FUNDS SCHEDULES – 06: Schedules are supporting reports or documents which constitutes detail information, explaining the elements of the General Funds' financial statements. It serves as a kind of proof to all the data that is presented in financial statements, with answers to all the numbers mentioned in the reports. TREASURY ROUTINE OPERATION RECORDS – 07: Routine information within treasury operations, which contain inputs and outputs of unique programs or accounting information to Fiscal Service or Treasury, consolidated by Fiscal Service at summary level for government wide accounting and financial reporting. Routine information including inputs and outputs submitted to Fiscal Service by, or on behalf of other federal agencies, in which they are maintained by Fiscal Service at a summary level for government wide accounting and financial reporting.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation
DAA-0425-2017-0003 / 0003
DAA-0425-2017-0003 / 0004
DAA-0425-2017-0003 / 0007
DAA-0425-2017-0003 / 0008
N1-0425-02-02 / 002
N1-0425-91-001 / 102
N1-0425-91-001 / 112
N1-0425-91-001 / 113
N1-0425-91-001 / 279

Disposition Instruction

Cutoff Instruction Cutoff at end of fiscal year, 6 months after fiscal year-end, when actions are superseded or no longer relevant to current operations.

Retention Period Destroy after cutoff or 7 years after cutoff or 30 years after cutoff as it applies to the item.

Additional Information

GAO Approval Not Required

Treasury Financial Reports - 2412

Disposition Authority Number DAA-0425-2022-0001-0011

WITHDRAWN – RETURNED WITHOUT ACTION

WITHDRAWN – RETURNED WITHOUT ACTION

Treasury Financial Reports - These are supporting documents used for the consolidation of the Financial Report of United States government. FISCAL ACCOUNTING CONSOLIDATED REPORTS – 01: Other routine information validated, compiled, consolidated, and reported by Fiscal Service on the financial status of the government. GOVERNMENTWIDE TREASURY ACCOUNT SYMBOLS(GTAS) ADJUSTED TRIAL BALANCE – 02: This is the function of collecting financial data from agencies and validating the information against published guidance and other financial reporting sources. The data is compiled into various reports and is shared with other sources to be used in their business processes and generation of outputs including SF133s and financial statement reports

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation DAA-0425-2017-0003 / 0003
DAA-0425-2017-0003 / 0004

Disposition Instruction

Cutoff Instruction Cutoff at end of fiscal year.

Retention Period Destroy 7 year(s) after Cutoff

Additional Information

GAO Approval Not Required

Treasury Reconciliation Records - 2413

Disposition Authority Number DAA-0425-2022-0001-0012

These are supporting documents used to report assets and liabilities associated with financing government operations. Analysis/Reconciliations - 01: THE GENERAL FUND OF THE U.S. GOVERNMENT (GENERAL FUND) is the entity responsible for recording and reporting the assets and liabilities associated with financing government operations. The accounting and reporting for this entity are required to complete the government's accounting model and provide balanced government-wide financial statements for law makers and taxpayers. Analysis and reconciliations are done to ensure the accounting data reported by the General Fund is accurate. This also includes documentation of eliminating activity with the General Fund's trading partners (other federal entities). The analysis and reconciliations support journal vouchers and adjusted trial balances bulk files that are entered into electronic systems. This schedule item will include retentions for journal vouchers and adjusted trial balances bulk files.

12

WITHDRAWN – RETURNED WITHOUT ACTION

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0425-2022-0001**

13

Final Disposition	Temporary
Item Status	Withdrawn
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	DAA-0425-2017-0003 / 0004
Disposition Instruction	
Cutoff Instruction	Cutoff 6 months after fiscal year-end.
Retention Period	Destroy 7 year(s) after Cutoff

Additional Information

GAO Approval	Not Required
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USA Spending - 2414

Disposition Authority Number	DAA-0425-2022-0001-0013
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These are supporting documents used for the US Spending process. DATA ACT INFORMATION MODEL SCHEMA (DAIMS) - 01: These records document the process and decisions of creating the Establishment of Standards, Data Elements, and Requirements to full fill the government-wide data standards required in the Data Act 2014. They include a variety of documents; correspondence and the Government-wide Implementation report gather in this process. This item is similar to GRS-3.1, 051 but also includes records documenting the process. Therefore, the retention is different. PILOT PROGRAM DOCUMENTATION - 02: These records document the process, decisions, and final report to congress about the Pilot program as required by the Data Act 2014. USA SPENDING DATABASE - 03: This is the data for the official website of the DATA Act. The data promotes transparency of government spending and makes spending data available to everyday citizens. USA SPENDING WEBSITE DEVELOPMENT - 04: These are the documents used as the evidence of the research, design, and testing using best practices for involving users and making sure the site works well for people.

Final Disposition	Temporary
Item Status	Withdrawn
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No

WITHDRAWN – RETURNED WITHOUT ACTION

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0425-2022-0001**

14

Disposition Instruction

Cutoff Instruction

Cutoff after guidance issued to Federal agencies or when superseded by a new iteration whichever applies for the business need, when the pilot program is terminated, when data elements are added to the database or when superseded by a new iteration.

Retention Period

Destroy 5 years, or 7 year, or 20 years after cutoff as it applies to the item.

Additional Information

GAO Approval

Not Required

Tax Records - 2410

Disposition Authority Number

DAA-0425-2022-0001-0014

Tax Records - These are supporting documents used for purchase of Tax and Loss Bonds. MORTGAGE GUARANTY INSURANCE TAX AND LOSS TRANSACTIONS – 01: These are forms received from United States Mortgage Guaranty Insurance Companies for the purchase of Tax and Loss Bonds. They include, but are not limited to, PD F 3871, which supplies the necessary data to subscribe, purchase, and issue Tax and Loss Bonds.

Final Disposition

Temporary

Item Status

Withdrawn

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

GRS or Superseded Authority Citation

N1-053-06-008 / 0019

Disposition Instruction

Cutoff Instruction

Cutoff at transaction date.

Retention Period

Destroy 27 year(s) after Cutoff

Additional Information

GAO Approval

Not Required

WITHDRAWN – RETURNED WITHOUT ACTION

WITHDRAWN – RETURNED WITHOUT ACTION

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
06/15/2022	Certify	Brenda Alexander	Manager	ISS - DBI
09/16/2022	Return Without Action	Rachel BanTonkin	Supervisory Archives Specialist	National Archives and Records Administration - ACR1